Children's Rehabilitative Services (CRS)
Referral Application Process
Turn Around Document (TAD)

Number of Pages including Cover: _____

Date sent to DES: _____ **CRS Patient Name:** _____

To DES Contact:	From CRS Contact:	To CRS Contact:
FAX Number *(Include Area Code)*:	**FAX Number** *(Include Area Code)*:	**FAX Number** *(Include Area Code)*:
Phone No *(Include Area Code)*:	**Phone No** *(Include Area Code)*:	**Phone No** *(Include Area Code)*:

Verification Documents	List the document used for verification
Residence	
Identity	
Citizenship	
Alien Status (when applicable)	
Social Security Number	
Dependent Care Expense	
Income	
Include Copy of Application	Date of Application:

To Be Completed by DES and Returned to Children's Rehabilitative Services			
Case Name:		Case Number:	
Date TAD/Documents Received at DES:	Effective Date of Eligibility:	Application Denied . Reason:	
Date Notice Sent to Applicant:	Elg Name:	Phone No:	Site Code:

**Completion Instruction for
Children's Rehabilitative Services (CRS) Referral Process
Turn Around Document (TAD)**

A. Purpose. This form will enable the CRS provider and Department of Economic Security (DES) staff to transmit information for the Medical Assistance eligibility process. It will also enable the provider to identify the information used to verify the factors of eligibility being sent to DES. This form will also provide a means for DES staff to send the Medical Assistance determination information to the provider.

B. Completion. All items are self-explanatory except the following:

1. The provider completes the top portion.

2. The DES local office completes the portions marked **To Be Completed By DES and Returned to Children's Rehabilitative Services**.

    Complete a systems check to determine whether the applicant has an ACTIVE, INACTIVE, or PENDING case.

    If the case is **DENIED**, enter the specific reason for denial. The reason code is **not** acceptable.

C. Routing. FAX to the DES local office.

D. Retention. Retain in accordance with the provider's and DES' policies and procedures.